

Kittitas County Conservation District

Employment Announcement

Professional Engineer

SALARY RANGE and BENEFITS:	\$53,520 - \$68,496 annually based on 40-hour week Ten paid holidays, sick and annual leave, health insurance, and State retirement.	HOURS: Full-time (40 hours per week) <i>FLSA Exempt</i>
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BACKGROUND: The Kittitas County Conservation District (KCCD) is a political subdivision of the state of Washington. The District was established in 1942 to assist land users in Kittitas County renewable resource conservation. The KCCD is currently the administering entity for a Professional Engineering Services program that serves a cluster of conservation districts, including the KCCD, Chelan Conservation District, South Douglas Conservation District, Foster Creek Conservation District, and Okanogan Conservation District. Engineering activities are prioritized by a Board of Directors that includes representatives of each conservation district.

GENERAL JOB DESCRIPTION:

Provide professional engineering services to successfully plan, design and implement irrigation water conservation, fish screen and passage facilities, in-stream or riparian habitat improvement projects and other natural resource conservation practices and projects in the cluster area.

This position requires some travel through the cluster area. The office station is in Ellensburg at the KCCD office. Incumbent must be willing and able to travel (including overnight stays) for several consecutive days at a time. In the last 32 months, the engineer made an average of 2 day trips and less than one overnight trip per month. The most day trips in a single month was 6 and the most consecutive overnight stays was 4 in the last 32 months. Longer trips occasionally occur depending on projects in the various conservation districts.

Funding for this position is subject to availability of state and local government grants and contracts. The person hired for this position is directly responsible to the KCCD District Manager.

MINIMUM QUALIFICATIONS:

Registration as a professional engineer in the branch of civil engineering in the State of Washington or another state based on registration requirements equivalent to those in Washington.

***NOTE:** Requirements for professional registration as a civil engineer in the State of Washington are eight years of professional experience (which may include up to four years of college-level engineering education) and successful completion of sixteen hours of professional licensing exams. Applicants qualifying through the licensing equivalency option must achieve professional registration as an engineer in the branch of civil engineering in the State of Washington within six months of appointment to position.*



ESSENTIAL JOB FUNCTIONS:

- A. Work with landowners and operators on engineering problems in connection with investigating, determining feasibility, preparing cost estimates, planning and designing, and installing conservation practices such as irrigation pipelines, sprinkler systems, water measuring devices, animal waste management, fish screens, fish ladders, and habitat improvements (riparian and in-stream).
- B. Perform resource inventories and evaluations, including use of Global Positioning Systems (GPS) equipment to collect spatial data and produce maps; conduct topographic surveys and assemble data needed for the evaluation, design and implementation of fish screen and fish passage, irrigation water conservation, in-stream habitat improvement practices and other conservation practices.
- C. Use basic surveying equipment, GPS equipment, Geographic Information Systems (GIS) and Computer Assisted Drafting (CAD) equipment and software to create drawings, maps and other exhibits necessary to complete designs, permit applications, easements, etc.
- D. Assist with application for appropriate project permits in order to obtain environmental and regulatory clearance necessary to construct projects.
- E. Facilitate public works contracting through competitive bids or use of small works roster.
- F. Lay out work for construction, inspect work under construction, and provide necessary interpretations of the drawings and specifications needed to determine conformance with designs and adherence to plans and specifications, and ensure compliance with all applicable permits.
- G. Prepare construction progress reports; review contractor's request for payment and recommend action to District Manager or Project Manager as appropriate.
- H. Identify supplies, materials, and permits needed to complete projects
- I. Serve as motor vehicle operator, requiring operation of a motor vehicle on both public and private roads during daylight and after dark. A valid WA State driver's license is required.
- J. Maintain a daily log, track task performance and prepare monthly reports, and assist with the preparation of quarterly project reports and project budgets.
- K. Properly use and maintain Conservation District and NRCS equipment and supplies, and comply with applicable safety procedures.

SECONDARY JOB FUNCTIONS:

- A. Evaluate submittals prepared by consultants and/or contractors for the design of conservation projects; ensure compliance with design standards; approve deviations from design standards.
- B. Monitor project-specific budgets, including tracking expenses and matching funds.
- C. Attend monthly Conservation District board meetings, and other local, area and state meetings as needed. Attend training sessions and workshops related to skills development. This may involve attendance at evening or weekend meetings.



Fish passage barrier removed and replaced with a bridge, fish screen installed and in-stream and riparian restoration implemented to improve fish habitat conditions.

NOTE: *These examples are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

ESSENTIAL KNOWLEDGE, SKILLS and ABILITIES:

- A. Ability to exercise sound independent professional judgment in making decisions on difficult engineering problems; analyze and prepare engineering plans and reports and do complicated mathematical computations; plan, supervise, and coordinate engineering work.
- B. Considerable knowledge of surveying, inspection, and implementation of contracts, plans and documents; working knowledge of the methods, materials and tools used in survey and other engineering work.
- C. Experience with HEC-RAS and other hydrologic/hydraulic analysis software, ability to perform all manner of hydraulic calculations (including analysis of open channels and closed conduits).
- D. Competency in the use of AutoCAD and ArcView GIS software and other computer applications, including Microsoft Office.
- E. Knowledge of Natural Resources Conservation Service (NRCS) conservation planning principles and standards, and familiarity with the NRCS Field Office Technical Guide.
- F. Thorough understanding of public works contracting including use of small works roster, competitive bidding, etc.
- G. Ability to understand and follow oral or written instructions;
- H. Ability to communicate effectively verbally and in writing;
- I. Ability to observe proper safety precautions;
- J. Ability to establish effective working relationships with other employees, supervisors, landowners, and the public;
- K. Knowledge of federal and state statutes and programs regarding the Endangered Species Act, the Clean Water Act, and applicable state laws and local ordinances.
- L. Ability to perform certain engineering tasks under varying weather conditions.



Center pivot sprinkler system designed and installed to replace rill irrigation system

DESIRED KNOWLEDGE, SKILLS and ABILITIES:

- A. Ability to communicate complex issues, verbally and in writing, to others in formal and informal settings and to motivate individuals to adopt and implement resource conservation and restoration practices.
- B. Ability to work in the field in varied terrain and in adverse weather conditions.
- C. Ability to organize, plan, prioritize, and manage multiple tasks under minimal supervision and maintain accurate records regarding time-keeping and authorized expenses.

NOTE: *This position requires a combination of office and fieldwork. Office duties include use of computer equipment, audio visual aids, transport, and assembly of display material. The work involves some physical exertion, such as long periods of standing, walking over rough, uneven or rocking surfaces; recurring bending, crouching, stooping, stretching, reaching or similar activities, or recurring lifting of moderately heavy items. As required to properly carry out assigned duties, the applicant must possess or obtain a valid Washington drivers license.*



Pump station with fish screen installed to replace unscreened gravity diversions. Pump station supplies water to 3 new center pivot sprinklers

TRAINING AND PERFORMANCE EVALUATION:

The measurement of success is the completion of project plans and designs and the implementation of conservation practices and restoration projects that may conserve water, improve water quality, enhance fish & wildlife habitat, and meet all necessary requirements for standards and specifications. This person shall become knowledgeable of the funding contract(s) work tasks and perform them under the direction and guidance of the District Manager. Performance standards will be developed as needed to assist in evaluating work abilities, and work products.

The person in this position will be evaluated in accordance with the State Conservation Commission Guidelines. These guidelines include a six month period of probation and thereafter, at a minimum, evaluations annually. Performance evaluations are designed to aid communications between supervisors and employees, clarify duties and responsibilities. They are intended to assist in the personal development of employees and to strengthen their performance through the development of an employee-training plan. Evaluations will be used to substantiate recommendations for promotions, salary increases, and dismissals.

NOTE: *This job description does not constitute an employment agreement between the employer and the employee, and is subject to change as the needs of the employer and requirements of the job change.*

APPLICATION PROCEDURE:

Interested persons should submit a letter of application summarizing their qualifications for this position by specifically addressing the job functions and essential knowledge, skills and abilities listed in this announcement. The letter of application should not exceed two pages in length. In addition to the letter, applicants must submit a current resume, and the names, addresses and phone numbers of at least three references to:

Kittitas County Conservation District
607 E Mountain View
Ellensburg WA 98926

**Applications must be complete to be considered. Position is open until filled.
First review of applicants will occur May 1, 2006. Interviews with qualified candidates will
be scheduled as soon as possible.**

For Additional Information about the Conservation Districts,
please visit the following websites:

Kittitas County Conservation District	www.kccd.net
Okanogan Conservation District	http://ocd.scc.wa.gov/
Chelan County Conservation District	www.chelancd.org
South Douglas Conservation District	no website at this time
Foster Creek Conservation District	www.fostercreek.net

For additional information about the Natural Resources Conservation Service, their conservation planning principles and standards, and Field Office Technical Guide, please visit:

www.wa.nrcs.usda.gov

For more information about the Ellensburg area, please visit:

<http://www.ellensburg-chamber.com/ellensburg/>